

# **TEMPORARY POSITION**



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position for the St. Croix District:

## **Maintenance Mechanic**

The Maintenance Mechanic is responsible for performing semi-skilled and skilled construction and maintenance repairs to residential units and common areas, as well as performs preventative maintenance services.

### **ESSENTIAL FUNCTIONS:**

- ⇒ Performs a variety of carpentry work as needed.
- ⇒ Performs a variety of masonry work as needed.
- ⇒ Performs painting as needed.
- ⇒ Performs plumbing repairs to include removing, repairing and/or replacing plumbing fixtures, faucets, faucet washers, seats, stems, spigots and repairs toilet mechanisms.
- ⇒ Performs minor electrical maintenance to include replacing light fixtures, wall receptacles and switches.
- ⇒ Repairs and replaces doors, windowsills, door locks, cabinets, drawers, etc.
- ⇒ Installs window shades, window operators, louvers and screens; cuts all types of glass.
- ⇒ Performs pre-inspections to determine labor and materials needs for work orders.
- ⇒ Performs minor exterior repairs such as roofs, gutters and down spouts.
- ⇒ Performs preventative maintenance tasks.
- ⇒ Maintains and is responsible for assigned tools and equipment.
- ⇒ Performs manual labor.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** High School Diploma or equivalent Certificate.
- ⇒ **Experience:** Minimum of 4-7 years of working experience in construction or residential maintenance. Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** Ability to perform a variety of semi-skilled and skilled maintenance tasks. Knowledgeable of tools, methods and practices used in construction and residential repairs. Ability to operate a variety of hand and power tools. Must be highly motivated and able to work independently. Valid Driver's License.

### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

**During the Stay-at-Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Friday, July 16, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*